

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>A-08-093</b>
		<b>一次選考締切り日：</b> 1 <sup>st</sup> Cut Off Date	<b>1 OCT 2008</b>
		<b>募集締切り日：</b> Closing Date	<b>選考決定まで継続</b> Open until filled
		<b>発行日：</b> Date of Issue	<b>24 SEP 2008</b>
<b>1.職種名 Job title ( 等級 Grade <u>1-5</u> / 語学等級 LAD <u>N/A</u> )</b> <b>Interpreter/Translator, MLC #102</b>		<b>募集人数</b> No. of Recruitment  <b>1 名</b>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 可能な下位等級 Possible Grade: <b>1-4</b> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
<b>2.部隊 Activity</b> <b>USNH, Branch Health Clinic Atsugi</b> <b>勤務場所 Working Place:</b> 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hr/wk )</b> <b>勤務日 Work Day &amp; 勤務時間 Work Hours:</b> See attached sheet. <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> See attached sheet.			
<b>7.職務状況 Working Condition:</b>			
<b>8.資格要件／身体条件 Qualification/Physical Requirements</b> <b>BWT 1-5:</b> <ul style="list-style-type: none"> <li>- One year of work experience at the 1-4 (or equivalent) level in the related field, or completion of bachelor degree in the related field.</li> <li>- Knowledge of the TRICARE program and the military/civilian health care benefit, and US/Japanese civilian health insurance.</li> <li>- Ability to communicate well with both English and Japanese, both orally and in writing.</li> <li>- Skill in operating MS Outlook, Word, Excel, and Access.</li> <li>- May be called-in during off-duty hours as needed to include base events, drills, disasters, security, or emergency situations.</li> </ul> <b>*Those who do not fully meet above requirements may be selected at the lower grade (1-4).</b> <b>Non-Japanese Applicants:</b> Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) to your application.</u> <b>Former US Military Members:</b> Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8		免許証／修了証 License/Certificate Required : See Block #8	
<b>9.提出するもの Application and Associated Documents</b>			
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <b>の記入は Complete * in</b> <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴(会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.			
<b>問い合わせ先 for Job Inquiries</b>		<b>提出先 Office to Submit</b>	
担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624		〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi, Atsugi Base 厚木基地人事部 HRO BOX12	
		<b>事務処理欄 For Official Use</b>  <b>PDNO: USNH-BHCAM-009</b>	

\*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.

### **3.勤務時間** Work Schedule

	Work hour	Rest
A	0930-2230	1330-1430
B	0930-1815	1330-1415

Pattern	SUN	MON	TUE	WED	THU	FRI	SAT
1	B	OFF	OFF	A	A	OFF	OFF
2	OFF	A	A	OFF	OFF	A	A

H/W: 40 Rotating in Shift Pattern 1 and 2.

### **6.職務内容** Duties

Receive and refer phone calls at the Urgent Care Clinic desk, coordinates with local host nation hospitals for all emergent and primary medical care situations. Translates and interprets the explanation of care to be provided to English speaking patients in Japanese health care facilities and Japanese speaking patients in our military facility as well as for the health care providers. This requires a high degree of proficiency translation and interpretation due to the life-and-death nature of many medical situations. Translates medical documentation and conversations for physicians and administrators alike concerning the status and continuing care for patients in local Japanese hospitals in all situations. Receives, clarifies, and translates medical billing and insurance requirements. Performs written translations, from English into Japanese and vice versa, of material which routine and non-technical in nature such as certificates, personal history statements, listings, letters, administrative records, and other administrative documents. Prepares routine monthly correspondence, reports, and other documents, using a variety of office automation software in support of the organization and assists in administrative area as needed. Operates government vehicles as required. Performs other duties as assigned.